

UNITED STATES MARINE CORPS  
COMMANDING GENERAL  
MARINE CORPS AIR GROUND COMBAT CENTER  
BOX 788100  
TWENTY NINE PALMS, CA 92278-8100

CCC P 1730.4C

19-101

MAY 14 1996

COMBAT CENTER ORDER P1730.4C w/ch 1.2

From: Commanding General  
To: Distribution List

Subj: STANDING OPERATION PROCEDURE FOR THE COMBAT CENTER COMMAND RELIGIOUS PROGRAM  
(SHORT TITLE: RELIGIOUS PROGRAM SOP)

Ret: (a) MCO 1730.GC  
(b) SECNAVINST 1730,7A  
Cc: SECNAVINST 7010.6  
(d) SECNAVINST 7060.10

End: (1) LOCATOR SHEET  
(2) CONSOLIDATED SEMI-ANNUAL UMT (UNIT MINISTRY TEAM REPORT)

Report Required: See enclosure (2)

1. Purpose. To implement references (a) through (c) and establish policies and procedures for the Command Religious Program (CRP) at Marine Corps Air Ground Combat Center.

2. Cancellation. CCO P 1730.4B.

3. Background

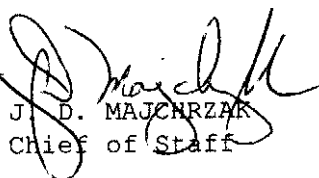
a. References (a) and (b) establish Marine Corps policy for the free exercise of religion for members of the command, their family members and other authorized persons.

b. Commanders are responsible for implementing and maintaining a CRP in support of the free exercise of religion per references (a) and (b)

c. Navy chaplains and religious program specialists are assigned to the Marine Corps Air Ground Combat Center (MCAGCC) to provide ministries and services per references (a) and (c)

4. Policy. It is the responsibility of this command to provide for the free exercise of religion for all personnel and to provide related programs of ministry. The CRP will be supported, managed and funded as a mission essential program, and as an integral part of MCAGCCs planning, programming and budgeting activities for manpower, facilities and fiscal resources.

5. Action. The CR2 shall be supported and funded in order to provide for the free exercise of religion for all Combat Center personnel, their family members and other authorized personnel.

  
J. D. MAJCHRZAK  
Chief of Staff

DISTRIBUTION: A-1

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COMMANDING GENERAL  
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TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO P1730.4C Ch 1  
19  
FEB 21 1997

COMBAT CENTER ORDER P1730.4C Ch 1

From: Commanding General  
To: Distribution List

SuLj: STANDING OPERATION PROCEDURE FOR THE COMBAT CENTER COMMAND RELIGIOUS  
PROGRAM (SHORT TITLE: RELIGIOUS PROGRAM SOP)

1. Purnose. To direct pen changes to the basic Manual.

2. Action

a. Delete paragraph 7001.3e and replace with:

"e. Food and beverages may be consumed in the wings of the chapels, in the Charity Room and Peace Room of the Religious Ministries Center (RMC) , and in all other non-carpeted areas of the Religious Ministries Center.'

b. Add paragraph 7001.3r to page 7-5:

"r. Activities connected with the Command Religious Program such as worship services, Chaplains Religious Enrichment Development Operation (CREDO), Prevention and Relationship Enhancement Program (PREP), Christian Women of the Chapel, and Catholic Confraternity of Christian Doctrine (CCD) may reserve either Chapel or RMC spaces up to three months before the scheduled event with the permission of a Religious Program Specialist (RP) and up to twelve months before the scheduled event with the permission of the Director of Religious Ministries, or Deputy Director of Religious Ministries; all other groups and organizations may reserve either chapel or RNC spaces up to two months before the scheduled event. All events other than funerals or memorial services will be scheduled at least 48 hours prior to the event."

c. Change reference (a) on page 1 of the basic Manual to read "MCO 1730.6C" vice "MCC 1730.6B."

3. Filing Instructions. This Change transmittal will be filed immediately behind the signature page of the basic Order.

J. A. KEENAN  
Chief of Staff

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**UNITED STATES MARINE CORPS**  
**COMMANDING GENERAL**  
**Box 788100**  
**MARINE CORPS AIR GROUND COMBAT CENTER**  
**TWENTYNINE PALMS, CALIFORNIA 92270-8100**

CCO P1730.4C Ch 2

19

**SEP 22 1997**

COMBAT CENTER ORDER P1730.4C Ch 2

Prom: Commanding General  
To: Distribution List

Subj: STANDING OPERATION PROCEDURE FOR THE COMBAT CENTER RELIGIOUS **PROGRAM** (SHORT  
TITLE: RELIGIOUS **PROGRAM** SOP)

End: (1) Page inserts to CCC P1730.4C

1. Purpose. To direct new page inserts and pen changes to the basic Manual.
2. Action
  - a. Remove pages 1-7 through 1-10 of the basic Manual and replace with enclosure (1)
  - b. Delete paragraphs 1004.5b, 5d, 5f, and 5g. Reletter the remaining paragraphs in order.
  - c. Delete paragraph 1004/Sb, 6d, and 6g. Reletter the remaining paragraphs in order.
3. Summary of Change. This revision contains substantial changes and must be completely reviewed.
4. Change Notation. Paragraph 1004.10, denoted by an arrow (—>) symbol, contains changes not previously published.
5. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Manual.
6. Certification. Reviewed and approved this date.

J. D. LENARD

DISTRIBUTION: A-1

MAY 14 1995

LOCATOR SHEET

**Subj:** STANDING OPERATING PROCEDURE FOR THE COMBAT CENTER RELIGIOUS PROGRAM  
(SHORT TITLE: RELIGIOUS PROGRAM SOP)

Location: \_\_\_\_\_  
(Indicate location(s) of copy(ies) of this Manual.)

## RELIGIOUS PROGRAM SOP

## RECORD OF CHANGES

Log completed change action as indicated.

[illegible]

# RELIGIOUS PROGRAM SOP

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RELIGIOUS PROGRAM SOP

CHAPTER 1

MISSION AND ORGANIZATION

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## RELIGIOUS PROGRAM SOP

### CHAPTER 1

#### MISSION AND ORGANIZATION

1001. RESPONSIBILITY. The command is responsible to provide for the free exercise of religion for all members of the command, their family members and other authorized personnel per current directives. The Director, Religious Ministries facilitates the planning, budgeting and development of programmed ministries. The command provides manpower, facilities and fiscal resources to accomplish the mission.

1002. MISSION STATEMENT. To facilitate and enhance faith, worship, religious education, community outreach, fellowship and spiritual development by promoting personal and family values, cultural sensitivity and high moral standards.

1003. COMMAND RELIGIOUS PROGRAM (CRP). The CRP will provide opportunities for people to express and develop their religious faith. Participation in the CRP is voluntary. The CRP will include, but is not limited to, the following:

1. Divine services, administration of rites and sacraments, pastoral care, counseling, and other activities.
2. Programs of instruction and other activities that provide preparation for marriage, marriage enrichment, marriage and post-marriage counseling, family enrichment, domestic violence preventions, singles ministry, youth ministry and more. Where possible, the Religious Ministries Directorate will work closely with the Family Service Center's programs per reference (a).
3. Donations from the Religious Offering Fund (CROP) may be made for volunteer service projects, reference (a) and to charitable organizations and needy persons, reference (c)
4. Provision for and training of lay leaders, religious education teachers and other volunteers in the CRP.
5. Visitation and ministration to command personnel and other authorized personnel in hospitals, confinement facilities, homes, and barracks.
6. Actively promote Chaplain Religious Enrichment Development Operation (CREDO) among the directorates and resident units.

1004. FUNCTIONS. The command's responsibility for the CRP is executed through:

1. Director Religious Ministries. The senior chaplain is designated Director, Religious Ministries (DRM). The Religious Ministries Directorate (CRMD) staff chaplains serve under the cognizance of the DRM. The Director of Religious Ministries is a special staff officer of the command and reports to and advises the Commanding General in matters concerning the religious, morale, moral and ethical rights and needs of the members of the command, their family members and other authorized personnel. Also, the DRM reports and advises the Chief of Staff on all administrative matters, and keeps the Chief of Staff informed of all direct reports made to the Commanding General.
2. The DRM serves as the local area coordinator for all chaplains, Religious Program Specialist (RP's) and Marines Clerks (Chaplain Assistants) aboard the base. As Local Area Coordinator, the DRM will:



a. Hold weekly area chaplains meeting to share information, plan events and provide chaplain training.

b. Serve as the point of contact to units involved in Combined Arms Exercise (CAX), who require a chaplains services.

3. The DRM coordinates, with 7th Marines Regimental Chaplain, the assignment of chaplains to units requesting services in the field.

4. The DRM coordinates all the ministries and programs of the Directorate. Oversees the preparation of the budget. Monitors the billet structure. Other DRM functions include:

a. To provide and facilitate worship services for all faith groups.

b. To provide oversight for the Protestant, Roman Catholic, Jewish, Muslim and other faith groups.

c. To advise to the Commanding General on matters pertaining to the morale, moral, and spiritual welfare of the military and family members assigned to the Marine Corps Air Ground Combat Center.

d. To be responsible for the supervision of the Religious Offering Fund as ROF Administrator (SECNAVINST 1760.10).

e. To oversee and coordinate with the senior Religious Program Specialists, weekly area training for Religious Program Specialists.

f. To supervise the Prevention, Relationship and Enhancement Program (PREP) \ Stop Anger Violence Escalation (SAVE) coordinator. Ensure that PREP/SAVE training is held regularly (a minimum of once every month)

g. To be the liaison (or appoint one) with the Twentynine Palms Ministerial Association and a member of the Twentynine Palms Ministerial Association Executive Board.

h. To serve as Requisitioning Officer and be responsible to sign all documents for the purchasing of supplies to support the Religious Ministries Directorate.

i. To function as Contracting Officer's Technical Representative (COTR) to monitor the civilian nonpersonal services contract, verify and certify vouchers, and forward vouchers for payment. Review and recommends updates to contracts to the Purchasing and Contracting (P&C) Office of the Supply Division.

j. To sign chaplain leave papers.

k. To oversee the Duty Watch bill and Duty Chaplain Watch Standing.

l. To serve as point of contact and coordinate ministry support for Marine and other Armed Services groups (nonaffiliated with the 1st Marine Division) training at Camp Wilson.

5. Deputy Director, Religious Ministries Directorate. Among the duties of the Deputy Director are the following:

a. To plan, lead and preach at worship services.

~~h. To be Officer-in-Charge of Plant Property Account Responsible for the property inventory, which is reviewed annually~~

To serve as Senior Duty Watch Coordinator. Prepare the duty watch bill in coordination with the Regimental Chaplain for the Seventh Marines. Ensure that the watch bill is prepared and distributed. Serve as liaison to the Senior Watch Officer (SWO) the Naval Hospital to inform the SWO of the Duty Chaplain Watch Bill and any issues effecting the Duty Chaplain Watch.

If the Deputy Director is the second senior Protestant Chaplain will serve as the Chaplain for Christ (Protestant) Chapel. He/she supervise all the business of Christ (Protestant) Chapel, e.g., building operation, maintenance of the spaces, cleaning of the banners for the liturgical seasons, scheduling of events, security of the building, and supplies properly maintained (i.e., altar linens, robes, administrative supplies, music and religious education programs etc.). Chairperson of the Protestant Advisory Committee. Prepare the agenda. Maintain oversight of the Protestant Advisory Committee's commissions. Ensure trainings being held for officers, lay readers, acolytes, etc. Coordinate the Senior Ministry Series program and training.

c 9. To serve as Duty Chaplain.

~~f. To teach a Chapel College program of adult religious education.~~

~~g. To serve as representative to the plant and facility commissions~~

To serve as Family Readiness Coordinator. Will attend Family Readiness Council meetings which deal with family readiness matters, e.g., Key Volunteer Program, Child Care, Family Service Center, etc.

~~h. To coordinate requests for chaplains services at public events (e.g., changes of commands, dinners, memorial services, etc.)~~

i. To approve or disapprove request chits and leave papers for the enlisted staff.

To maintain oversight for the shepherding zones (cell groups), which are home based fellowships that meet during the week for mutual support, study, and community building activities.

~~j. To attend EEO and EO council meetings.~~

To perform functions as the Dm4 may delegate.

6. Roman Catholic Chaplain. Among the duties of the Roman Catholic Chaplain are the following.

a. To serve as the Roman Catholic Program coordinator for all events and activities involving Roman Catholic personnel and their families in and around the Combat Center.

~~b. To be the Division Officer. Sign the request chits and leave papers for the enlisted staff and forward them to the Deputy Director.~~

~~c. To be the point of contact for any emergencies requiring Roman Catholic service.~~

~~d. To coordinate the Stephen Ministry program and training.~~

To visit the Naval Hospital.

To serve as Duty Chaplain.

To ~~be project~~ officer for the Fall Reformation Golf Tournament.

To serve as Chairperson for Roman Catholic Advisory Committee.

To coordinate projects and activities for the "Centurions" (Community Service Organization for Marines and Sailors.)

To serve as Physical Readiness Coordinator.

To coordinate a Summer Bible Camp for Roman Catholic CCD children to help refresh their doctrine prior to the start of the school year in September. This will be coordinated through the Roman Catholic Director of Religious Education.

To perform functions as the DRM may delegate.

7. Headquarters Battalion Chaplain. Functions of the Headquarters Battalion Chaplain include the following:

a. To advise the Director through the Deputy Director, Religious Ministries Directorate of significant issues and events at Headquarters Battalion, and any needs related to the religious program.

b. To plan, lead and preach at worship services.

c. To assist the Deputy Director, Religious Ministries Directorate in providing vital and comprehensible program to the Combat Center.

d. To prepare budget requests and budget submissions to be included in the O&M budget of the Religious Ministries Directorate and Headquarters Battalion for Headquarters Battalion religious programs.

e. To supervise administrative tasks and responsibilities of the Command Religious Program, including preparation and timely submission of reports, command correspondence and maintenance of complete and current files.

f. To identify Headquarters Battalion religious program billet requirements.

g. To ensure facilities used for religious ministry are effectively cleaned, maintained and utilized.

h. To teach in Chapel College program of adult religious education.

i. To develop programs and discussion groups or seminars which promote character building, marriage and family improvement, development of personal values, and attitude modification.

j. To make pastoral visits to hospitals, brigs and correctional custody units.

k. To visit work spaces regularly.

l. To provide pastoral counseling to Headquarters Battalion personnel and dependents.

m. To serve as Duty Chaplain.

n. To serve as liaison between the Religious Ministries Directorate and Headquarters Battalion.

o. To assist the Chaplain for Christ (Protestant) Chapel in the maintenance of the spaces, property and building security.

p. To perform functions as the DRM may delegate.

**8. Senior Marine Corps Communication-Electronics School Chaplain.** Among the functions of the Senior Officer Chaplain of the Marine Corps CommunicatiOn and Electronic School (MCCES) are the following:

a. To advise the MCCES commanding officer, and his staff, on all matters pertaining to religion, religious affairs, moral and spiritual welfare, and the well-being of personnel within MCCES.

b. To assist in planning and leading worship service at Christ Chapel.

c. To assist the Director, through the Deputy Director, Religious Ministries Directorate in providing a vital and comprehensive program to the Combat Center.

d. To prepare budget request and budget submission to be included in the O&M budget of the Religious Ministries Directorate and MCCES for MCCES religious programs.

e. To supervise administrative tasks and responsibility of the Command Religious Program, including preparation and timely submission of reports, command correspondence and maintenance of complete and current files.

f. To identify MCCES religious program billet requirements.

g. To ensure facilities used for religious ministries are effectively maintained and utilized.

h. To develop programs and deliver discussion groups and seminars which promote character-building, marriage and family improvement, development of personal values, and attitude modification.

i. To make pastoral visits to hospitals, brigs and correctional custody units.

j. To visit work spaces regularly.

k. To provide pastoral counseling to MCCES personnel and family members.

l. To serve as Duty Chaplain.

m. To serve as liaison between the Religious Ministries Directorate and MCCES.

n. To oversee the ministry at the "Hootch", a meeting place for single student Marines at MCCES.

o. To prepare Welcome Aboard Packages for prospective staff at MCCES.

p. To perform functions as the DRM may delegate.

**9. Marine Corps Communication—Electronics Junior Officer Chaplain.** Functions of the Junior Officer Marine Corps communication—ElectrOnics School Junior Officer Chaplain are the following:

- a. To assist the senior chaplain of MCCES in the delivery of quality ministry.
- b. To assist in planning, preaching and leading worship services at Christ Chapel.
- c. To provide pastoral care and counseling to students and staff at MCCES.
- d. To serve as liaison between the Religious Ministries Directorate and MCCES.
- e. To assist the senior NCCES chaplain in ministry at the "Hootch", a meeting place for single student Marines at MCCES.
- f. To prepare Welcome Aboard Packages for prospective staff at MCCES.
- g. To perform functions as the DRM may delegate.

10. Christ (Protestant) Chapel Chaplain. Among the duties of the Christ (Protestant) Chaplain are the following:

- a. To supervise all the business of the Christ (Protestant) Chapel e.g., bulletin preparation, maintenance of the spaces, changing the banners for the liturgical seasons, scheduling of events, security of the building, stocks and supplies properly maintained (i.e., altar linens, robes, administrative supplies, music and education programs etc.)
- b. To be Officer-in—charge of the RND Plant Account and responsible for the property inventory, which is viewed quarterly.
- c. To serve as Duty Chaplain.
- d. To visit the Naval Hospital.
- e. To provide Pastoral Counseling.
- f. To perform functions as the DEN may delegate.

11. Religious Ministries Manager. The Senior Religious Program Specialist will serve as the Leading Petty Officer. Among the Senior RP's functions are the following:

->

- a. To serve as Leading Petty Officer for the Religious Ministries Directorate.
- b. To supervise junior Religious Program Specialist and all Chaplain Assistants/Marine Clerks attached.
- c. To look out for the welfare of enlisted personnel assigned to the Religious Ministries Directorate.
- d. To coordinate with Navy Personnel Support Detachment to handle all matters related to administration of personnel records.
- e. To provide administrative and logistical support to all non—1st Marine Division units, active and reserve, training in Combined Arms Exercises at Camp Wilson.

- f. To file records and correspondence.
- g. To organize and monitor maintenance of files.
- h. To carry out disposal, stowage and transmission of obsolete files, records and directives.
- i. To perform receptionist duties (e.g., answer phones, take messages, type).
- j. To stand duty in accordance with the watch bill.
- k. To prepare, type, and route correspondence, directives and messages.
- l. To initiate, track, review work request.
- m. To prepare and process administrative, operational, and ecclesiastical records and reports.
- n. To advise personnel on policies and procedures regarding the use of the Religious Ministries Center.
- o. To ensure security of religious facilities, keys, equipment and supplies.
- p. To review leave papers and assign control numbers.
- q. To coordinate space usage of the Religious Ministries Center, including Jewish and Muslim Chapels.
- r. To review reports, records and correspondence that require an official signature.
- s. To instruct subordinate personnel in Religious Education methods.
- t. To serve as Senior Enlisted Advisor to the Director END.
- u. To serve as the Religious Offering Fund Custodian or Alternate.
- v. To perform duties the DEN may delagate.

1005. DUTY WATCH

1. Chaplains

a. The Marine Corps Air Ground Combat Center maintains a 24 hour, 7—days—a—week, consolidated duty watch of chaplains to respond to emergencies among the commands and units at the Combat Center. The chaplain stands the watch using a cellular phone and, as a back up, a beeper. In the case of emergencies, the Duty Chaplain may be reached through the Officer of the Day at the Naval Hospital (830—2190) . Due to operational commitments and directives from the Chief of Chaplains Office, this excludes CREDO Chaplains.

b. All resident chaplains participate in the duty watch is coordinated with the individual chaplain, and, in the case of the 7th Marines (Reinforced), through the Regimental Chaplain. Due to operational commitments and directives from the Chief

of Chaplains Office, this excludes CREDO Chaplains.

c. The Deputy Director, Religious ministries Directorate is the Senior Watch Coordinator for scheduling the Chaplain's Duty Watch.

## 2. Religious Program Specialist

a. All resident Religious Program Specialists, participate in the watch in support of worship services and other events of the Religious Ministries Directorate. Standing the watch is not only an important part of the unit ministry team and a service to all the families and service members, but also an internal part of the training of Religious Program Specialist to advance in the rating.

b. The watch bill coordinator is the Senior Religious Program Specialist either assigned to a resident unit or the Combat Center. The Senior Religious Program Specialist Watch Coordinator will prepare the watch bill in consultation with the individual Religious Program Specialist and, in the case of the Seventh Marines, with the Regimental Chaplain's Office, and assigned Division Officer for the Religious Ministries Directorate.

c. The watch bill will be prepared and distributed two weeks prior to the beginning of the new Watch Bill.

RELIGIOUS PROGRAM SOP

CHAPTER 2

INSPECTION AND REPORTS

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## RELIGIOUS PROGRAM SOP

### CHAPTER 2

#### INSPECTION AND REPORTS

2001. INSPECTIONS. The Director, Religious Ministries Directorate (DRM) will inspect chaplain activities, and make appropriate recommendations. The DRM will keep the Chaplain of the Marine Corps advised as appropriate through the chaplain for Commander, Marine Force Pacific. The DRM will visit each Combat Center Chaplain and provide appropriate suggestions. Inspections by IGMC will be scheduled by a Combat Center bulletin in accordance with local operational commitments and the schedules of higher headquarters.

2002. REPORTS. Required reports will be submitted per reference (a)

1. Active Duty Chaplain's Report. Chaplains will forward this report semiannually via the chain of command to DRM by 15 March and 15 September. The reports will be forwarded to the Commandant of the Marine Corps (EEL) via the Commander, Marine Forces Pacific (REL)

2. Ecclesiastical Reports. All Combat Center chaplains will comply with the requirements of their respective faith groups in the submission of reports on their ministry.

3. Fitness Reports

a. Reports of the Fitness of Officers NAVPERS 1610/2. Chaplains are responsible for ensuring continuity and timely submission of their fitness reports. The preparation of the fitness reports for chaplains working for the DEN will be prepared by the DRM for signature of the Chief of Staff. When the DRM assigns Chaplains to Headquarters Battalion and/or Marine Corps Communications and Electronics School. The Commanding Officer will prepare the individual officers fitness report in consultation with the DRM before signing the fitness report. The fitness report for the DRM will be prepared and signed by the Commanding General.

b. Enlisted Performance Evaluations NAVPERS 1616/26. The DRM or Deputy will sign Religious Program Specialist's Performance Evaluations. Each enlisted member is responsible for submitting an Enlisted Performance Evaluation Report, Form NAVPERS1616/26 (6-95) to his or her supervisor.

c. The DRM will recommend proficiency and conduct marks for all Marine Corps personnel assigned to the RMD semiannually on 31 January and 31 July. This recommendation will be forwarded to the Commanding Officer, Company "A", Headquarters Battalion, MCAGCC.

RELIGIOUS PROGRAM SOP

CHAPTER 3

PROGRAMS AND OPERATIONS

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# RELIGIOUS PROGRAM SOP

## CHAPTER 3

### PROGRAMS AND OPERATIONS

#### 3001. DIVINE SERVICES

1. General. It is the responsibility of the Commanding General to cause divine services to be held whenever the weather and operational conditions permit; to use all means available to foster high morale; to develop and strengthen the moral and spiritual well-being of the personnel stationed at the Combat Center and their family members per U.S. Navy Regulations 1973.
2. Form. Divine services will be conducted by the individual chaplain's religious body and reference (a) and (c). The chaplain will assist those of other faith groups to worship according to their own persuasion through use of an appropriate chaplain, civilian clergy, or lay leader.
3. Space. Care will be taken to ensure spaces provided for divine services are kept in a well-maintained condition and that no other function, other than divine services, are scheduled for these spaces during the time of divine services.

#### 3002. GENERAL DUTIES OF CHAPLAINS

1. Familiarity with the Unit. To be effective, each chaplain must be thoroughly familiar with the mission of the Combat Center. The chaplains should establish rapport with unit officers, Staff NCOs and all other personnel in order that they can be viewed as an integral part of the Combat Center.
2. Moral Leadership. The fostering of moral standards is the responsibility of the Commanding General. However, as a specialist in the field of religion, the chaplain is one of the key officers who can advise the command concerning the religious and moral welfare of Combat Center personnel and their family members. It is appropriate for chaplains to give lectures dealing with the moral and religious aspects of any subject, particularly marriage, family relationships, religious duties, and personal responsibilities.
3. Counseling of Personnel. The counseling of personnel in spiritual matters is one of the chaplain's primary duties. The final responsibility for the well-being of the Combat Center personnel and their family members, however, rests with the Commanding General. In order for chaplains to be fully effective, unit commanders and officers in charge will seek out and request the services of their chaplains to the fullest extent possible. Counseling conducted by a chaplain is confidential communication and proper regard must be exercised to protect the privacy of the individual as required by Manual for Courts Martial (1984), paragraph 151, BC2, Rules of Evidence in UCMJ.
  - a. The DAM, as the Chaplain Corps senior officer, will conduct periodic local training meetings for all chaplains, Religious Program Specialists and Marine clerks assigned to all commands aboard the Combat Center per reference (a), paragraph 4d.
  - b. The Chief of Chaplains provides periodic Professional Development Training Courses for chaplains. The Director, Religious Ministries, will coordinate attendance at these courses by all chaplains assigned aboard the Combat Center. Funds will be supplied to support this required training.

c. Mission-specific training, i.e., Family Violence, Drug and Alcohol, Core Values, Suicide Prevention, Management and Organizational Skills etc., will be conducted throughout the year. The DRM will determine which MCAGCC chaplains are selected for this training. Funds will be sourced to support the mission specific training.

d. Chaplains are encouraged to attend denominational activities.

3003. DEATHS AND FUNERAL/MEMORIAL SERVICES. The Combat Center duty chaplain or the unit chaplain will assist in condolence calls and/or death notifications as requested by the unit commander. The chaplain will not function as the CACO per MILPERSCOMINST 1770.1 and MCO P3040.4C. The chaplain will assist the commanding officer/officer-in-charge in any funeral/memorial service that may be required.

1. The religious faith of the deceased will be respected, and if possible and requested, a chaplain of that faith may share in the service.
2. The DRM, shall be kept informed regarding appropriate services.

RELIGIOUS PROGRAM SOP

CHAPTER 4

OPERATIONS AND MAINTENANCE LOGISTICS AND FISCAL MANAGEMENT

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## RELIGIOUS PROGRAM SOP

### CHAPTER 4

#### OPERATIONS AND MAINTENANCE LOGISTICS AND FISCAL MANAGEMENT

4001. COMMAND SUPPORT. References (a) and (c) requires the use of local O&M funds to support the Combat Center Religious Program.
4002. BUDGET. It is the responsibility of the chaplains to submit program funding needs to the DRM who prepares and submits the CRP budget request per current directives.
4003. PROCUREMENT. Reference (a) and MCO 4400.154 provide guidance, procedures and policy for the procurement of contracts, services, consumable and nonconsumable.
4004. INVENTORY. Reference (a), MCO 4400.154 and CCO P4400.5B provide guidelines for internal controls and requirements for the accountability of nonconsumable item inventories. The DEN is responsible for RMD development of internal controls and accountability of nonconsumable inventories.
4005. ACCOUNTING PROCEDURES/INTERNAL CONTROLS. MCO 5200.24A and CCO 5200.1A provide guidance for development of acceptable internal control and fiscal practices. Internal control, financial reports and financial records will be prepared and submitted per current directives.

RELIGIOUS PROGRAM SOP

CHAPTER 5

RELIGIOUS OFFERINGS FUND (ROW) MANAGEMENT

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## RELIGIOUS PROGRAM SOP

### CHAPTER 5

#### RELIGIOUS OFFERINGS FUND (ROF) MANAGEMENT

**5001. BACKGROUND.** Many faith groups provide the opportunity for voluntary contributions and benevolence in their worship and religious life. The ROF is established at MCAGCC to serve the religious needs of the contributors by allowing for the collection and disbursement of offerings as an act of worship within the context of the CR2 per reference (b)

#### **5002. POLICY**

1. **GENERAL.** The CR? is a command function supported by appropriated funds. The ROF is a nonappropriated fund established by and administered under the authority of the Commanding General. References (a) through (c) and Volume 13 of DOD 7000.14-R (Financial Management Regulations) provide information and guidance on the establishment and management of nonappropriated funds. These funds will be used only for projects of religious benevolence beyond the limits of the CRP, not as an alternative to support for the CRP. The provisions of reference (b) and this paragraph do not preclude the receipt and use of designated contributions to the ROF for items to enhance worship of a more general nature or heighten the importance of a special religious service or activity. Such designated offerings may be used for general purposes such as chapel fellowship activities (refreshments, picnic supplies, special decorations, etc.) and to provide nongeneral use of items such as individual baptismal candles, first communion veils, momentos and other similar items as a benevolent expression from the religious faith group. Disbursements will follow the guidance provided by reference (b) Disbursement from the ROF shall be initiated by the Faith Group Representative and may be approved by the Fund Administrator up to \$1,500.00 and by the Commanding General for amounts more than \$1, 500.00.

2. **ACCUMULATION OF FUNDS.** Accumulation of funds is not desired. An exception is when funds are being accumulated or have been designated and restricted for some future purpose.

3. **DESIGNATED OFFERINGS.** Special offerings designated and received for the support of specific religious missions or other charitable causes may be received, provided the purpose is announced before the offering is taken per reference b.

4. **AUDIT.** The Religious Offering Fund will be audited by Research Analysis and Evaluators (REA) section in the Comptroller Directorate semi-annually, or when there is a change in the Fund Administrator and/or Fund Custodian.

**5003. ESTABLISHMENT OF THE MCAGCC ROF.** One ROF, with subaccounts, is established at MCAGCC per reference (b). All funds collected in context of the CR? will be deposited and accounted for in the ROF. No group will receive/collect religious offerings apart from the ROF. Subaccounts will be established by the recommendation of the DRM and with approval of Commanding General. ROF accounts will be managed per current directives.



RELIGIOUS PROGRAM SOP

CHAPTER 6

RELIGIOUS EDUCATION AND MUSIC

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## RELIGIOUS PROGRAM SOP

### CHAPTER 6

#### RELIGIOUS EDUCATION AND MUSIC

6001. ORGANIZATION. The Directors, Religious Education (DRE) and Directors of Music are contracted to the staff of the Director, Religious Ministries. Per reference (c), enclosure (2) and reference (a) paragraphs 4b (3) and 4c (4) (e), local operation and maintenance funds (O&M) will be utilized to procure nonpersonal service DRE contract personnel. The Director, Religious Ministries will be designated as the Contracting Officer's representative. Duties are:

1. Assist the DRM or chapel coordinators in providing a vital and comprehensive religious education program.
2. Advise the DRM or chapel coordinators of significant issues and events within the organization and of any specific needs relating to the religious education aspects of the religious program.
3. O&M and ROF budget requests are submitted through the chain of command to the DRM.
4. Perform such other duties as may be assigned by the DRM or the chapel coordinator or as defined by contract and position descriptions.

#### 6002. DIRECTORS OF RELIGIOUS EDUCATION

1. PROTESTANT. Provide religious education training for all Protestant chapel school programs, effect a viable youth program for teenagers living aboard the Combat Center, conduct a Vacation Bible School Program annually, conduct retreats (except CREDO retreats), and provide a recurring basis, training for teachers and teacher's aids. Duties of the Protestant Director are:

- a. Recruit and train volunteer teachers and teacher's aides for the following groupings: pre-Kindergarten, kindergarten, first-second graders, third-fourth graders, fifth-sixth graders, junior high, senior high, and adult. Classes will consist of a minimum of two students. If less are available, classes will be combined. Classes shall be offered throughout the year.
- b. Recruit and train substitute teachers to be available to fill in for absent teachers in classes.
- c. Ensure classrooms are available one-half hour prior to the start of each class, and that necessary materials, curriculum, and other resources required by/for teachers are provided.
- d. Conduct training and information meetings a minimum of once per month for all teachers and teacher's aids.
- e. Remain available to meet with parents, as requested, at times, agreeable to both parties.
- f. Plan, schedule and supervise summer educational activities such as Vacation Bible School, Recreation Trips, Inter-Generational Classes, Rally Day, and teacher training workshops.

g. Be familiar with techniques of group communication, and use of audiovisual materials and equipment to include overhead projector, slide projector, VCR, 16mm film projector, carousel slide projector, and flannel graph.

h. Maintain a current enrollment of all students enrolled in the Chapel School program. Enrollment will include, as a minimum, student's name, address, phone number, sponsor's name, rank, home and duty phone number, Church membership and estimated date of departure from MCAGCC.

i. Provide a quarterly roster of students enrolled in Chapels School by last week of the quarter to the Deputy Director, Religious Ministries Directorate.

j. Provide weekly report of attendance of all students attending classes by close of business; the first work day of the week.

k. Submit written notification to a student who has been absent for three consecutive weeks, using this contact to ensure the student does not drop out of the chapel school program because of lack of contact by the chapel.

l. Initiate a vigorous program of outreach to Protestant teenagers residing aboard MCAGCC.

m. Recommend retreat sites, resource materials, and resource leaders to the Director, Religious Ministries Directorate, via the Deputy Director, RMD.

n. Research and prepare a budget request for resources needed to carry out the Religious Education Program to the Director of Religious Ministries Directorate by 1 March for the upcoming fiscal year which starts the following 1 October.

o. Attend all Protestant staff meetings, as called by the Deputy Director, RMD.

2. ROMAN CATHOLIC. Provides religious education training for all Roman Catholic Confraternity of Christian Doctrine programs, effect a viable Catholic Youth Organization for teenagers living aboard the Marine Corps Air Ground Combat Center, Conduct a Vacation Bible School program annually, conduct youth retreats, and conduct on a recurring basis, training for teachers and teacher's aids. Duties of the Roman Catholic Director are:

a. Recruit and train volunteer teachers and teacher's aides for the following groupings: pre-Kindergarten through Adult. A class shall consist of a minimum of two students. Classes are held in September through June of each year.

b. Recruit and train substitute teachers to be available to fill in for absent teachers in classes.

c. Ensure classrooms are available one-half hour prior to the start of each class, and that necessary materials, curriculum, and other resources required by/for teachers are provided. All other resources required by and/or for the teachers will be available in the teachers' closet or in appropriate resource areas.

d. Administer religious education classes throughout the year.

e. Conduct training and information meetings a minimum of one per month for all teacher aides.

f. Remain available to meet with parents, as requested, at times agreeable to both parties.

g. Plan, schedule and supervise with special emphasis on First Penance and First Communion classes which are incorporated with regular classes, as well as practices and parental education and receptions that will follow the reception of the Sacraments.

h. Plan, schedule, and supervise program/classes for adults in need of receiving the Sacraments of Baptism, First Holy Communion or Confirmation. Confirmation classes for students thirteen through adult shall be a minimum of fourteen regular sessions and as necessary make-up sessions not to exceed four.

(1) Responsible for the recruiting and training of volunteer teachers and aides for confirmation classes. There will be a minimum of one teacher and one aid for each ten students in each Confirmation Class.

(2) Responsible for the recruiting and training of volunteer substitute teachers.

(3) Plan, schedule and supervise Teacher Training Workshops, Adult Education Classes and Lenten Program coordinating.

(4) Ensure all confirmation students attend two specified Religious Education functions during their school year: World Youth Day, L.A. Congress for Young Catholics, etc. Ensure they go on at least one two day retreat and contribute 20 hours on community service.

1. Plan, schedule, and supervise Adult Education Classes. Rite of Christian Initiation for Adults, (RICA) and Lenten Programs coordinating with Roman Catholic Ministries Program Coordinator.

j. Establish, organize and conduct summer training and orientation classes for the new and returning Confraternity of Christian Doctrine (CCD), teachers and aids. These classes will cover lessons planning, basic Roman Catholic Theology, how to use texts and class room discipline.

k. Establish, plan supervise, and assist running a five day summer CCD Program. Time and date to be determined with the Roman Catholic Chaplain.

1. Work in conjunction with the Protestant DRE on a combined Vacation Bible School (VBS) program for the summer,

m. Assist in coordinating a joint children's musical with the Christ Chapel staff. This will be coordinated through the Protestant Director of Music.

n. The Roman Catholic Director of Religious Education serves as the Roman Catholic Lay Assistant who will assist the Roman Catholic Chaplain in recruiting and training Lectors, Leaders of Song, and Lay Leaders, Altar Servers and Extraordinary Ministers of the Eucharist.

(1) Assist and fill in during the Chaplain's absence in Sacramental Preparation classes for baptism and marriage.

(2) Help in coordination, preparation and presentation of the Pre-Cana classes.

(3) Will assist in the interviewing of those preparing for marriage and those preparing to have their children for baptized.

o. will provide support and assistance in the preparation for and presentation of the RCIA, Adult Religious Education, Religious devotional and worship activities, with emphasis on Lent, Advent and Christmas.

p. Qualified EMS (Extraordinary Minister of the Eucharist) to provide for Communion Services during the weekday Masses in the event of a Priest being unavailable. Schedule Altar Servers, Lectors and EME's for Sunday and Holy Day Services.

q. Coordinate and provide articles and information for the Combined Chapel Newsletter and for the Catholic Sunday bulletin.

r. Help plan, prepare and coordinate the various social activities and organizations at the Chapel, example Catholic Women of the Chapel and Centurions.

s. Research and prepare a budget request for resources needed to carry out the Religious Education Program to the Director of Religious Ministries Directorate by March 1 for the upcoming fiscal year which starts the following October 1.

t. Attend all Staff meetings, as called by the Deputy Director, RMD,

6003. DIRECTOR OF MUSIC PROTESTANT. Provide musical accompaniment for four Sunday services, provide and direct music for 18 special services, select the musical services program for the year, provide choir direction, arrange for musical performers or groups, facilitate ten funeral or memorial services, attend a minimum of two staff meetings or as necessary, publish office hours, and ensure all music used is in compliance with copyright laws. Duties of the Director of Protestant Music are:

1. Provide musical accompaniment such as guitar, keyboard, organ, for Sunday services: Holy Communion, Evangelical, Traditional, and Gospel, including trained leaders of song, vocal groups, and/or choir.
2. Provide and direct music for 18 special services or occasional services (e.g., Carols Service, Lessons and Carols Service, Christmas Cantata, Martin Luther King Jr. Service, Easter Cantata, Easter Sunrise Service, Hymnfests, etc.).
3. Provide a program for the year within 30 days of award of the contract, and within 30 days of notification of exercise of each option year.
4. Provide choir direction (selection of hymns, choir programs, folk music, etc. planned for one year) for three adult choirs and a children's choir and/or vocal groups (e.g. duets, etc.). Minimum practice is once per week.
5. Arrange, in consultation with the Protestant Program Coordinator, for musical performers or groups for outreach programs.
6. Recruit, train, schedule and supervise leaders of song, choir(s), and vocal groups(s).
7. Available to perform 208 Sunday performances, four services on each Sunday. Ten funeral or memorial services.
8. Attend a minimum of two staff meetings or as necessary, and publish office hours.
9. Ensure any music used is in compliance with copyright laws.
10. Help coordinate a joint musical with the Roman Catholic Chapel.
11. Research and prepare a budget request for resources needed to carry out the Religious Education Program to the Director of Religious Ministries Directorate by March 1 for the upcoming fiscal year which starts the following October 1.

6004. DIRECTOR OF MUSIC ROMAN CATHOLIC. Provide musical accompaniment for Sunday masses, provide and direct music for special services as directed during the year, provide funeral or memorial services as required, attend a minimum of two staff meetings or as necessary, publish office hours, and ensure all music used is in compliance with copyright laws. Duties of the Director of Roman Catholic Music are:

1. Provide musical accompaniment such as guitar, keyboard, organ, for Sunday masses to include: 0900, 1030, and 1800 services. Musical support shall include training leaders of song, vocal groups, and/or choir.
2. Provide and direct music for special services or occasional services.
3. Provide a program for the year within 30 days of award of the contract, and within 30 days of notification of exercise of each option year.
4. Provide choir direction (selection of hymns, choir programs, folk music, etc. planned for one year) for adult choirs and a children's choir and/or vocal groups (e.g. duets, etc.). Minimum practice once per week.
5. Arrange, in consultation with the Roman Catholic chaplain, RMD, for musical performers or groups for outreach programs.
6. Recruit, train, schedule, and supervise leaders of song, choirs(s), and vocal group(s)
7. Available to perform 208 Sunday performances, three services on each Sunday. Ten funeral or memorial services.
8. Attend a minimum of two staff meetings or as necessary, and publish office hours.
9. Ensure any music used is in compliance with copyright laws.
10. Help coordinate a joint musical with Christ Chapel staff. This will be coordinated through the Protestant Director of Music.
11. Research and prepare a budget request for resources needed to carry out the Religious Education Program to the Director of Religious Ministries Directorate by 1 March for the upcoming fiscal year which starts the following 1 October.

RELIGIOUS PROGRAM SOP

CHAPTER 7

FACILITIES USAGE

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# RELIGIOUS PROGRAM SOP

## CHAPTER 7

### CHAPEL USAGE

7001. CHAPEL USAGE. Chapel and Religious Education (RE) facilities, buildings 1541 and 1542, exist primarily to support the free exercise of religion by all members of the command, their family members and other authorized personnel.

#### 1. CHAPLAINS AND CLERGY

a. Arrangements to engage the services of a chaplain for any special ceremony shall be made with the chaplain concerned, and are separate from the arrangements to use the facility. Reference (c) stipulates that every chaplain will conduct public worship and special ceremonies according to the manner and form of the chaplain's faith group. Services or ceremonies are conducted by a chaplain when they conform to ecclesiastical policies and any given ceremony, but the chaplain will assist in obtaining a duly qualified person to officiate said services or ceremony.

b. Eligible personnel as defined in paragraph 7001.1b of reference (c), with the approval of the appropriate facility supervisor, may **invite a civilian clergy** person or authority to conduct religious ceremonies in the facility. Such arrangements shall be made with the authorized clergy person and are to be considered separate from the arrangements to reserve the facility. Arrangements for the ceremony and the use of the facility is the sole responsibility of the sponsor.

#### 2. GUESTS AND PARTICIPANTS

a. The sponsor is responsible for making Combat Center entry arrangements for guests, musicians, florists, photographers, etc. All persons must abide by the Combat Center regulations concerning entry to the Combat Center. The sponsor shall deliver an alphabetically arranged, typed list of the guests driving vehicles without DOD decals to the Provost Marshal, building 1043 at least 96 hours prior to the special ceremony. The list shall be headed by name of the sponsor, place, date and time of rehearsal, if applicable, and the ceremony.

b. The Guidelines for Chapel Usage provides the regulations for facilities usage. The sponsor will comply with these guidelines:

(1) The sponsor will be a valid military identification card holder.

(2) The sponsor will apply to use the chapel or religious education facility by filling out a facility usage form.

(3) The sponsor, upon appropriate approval by the DRM, will comply with Chapter 7 of this Manual and the following guidelines.

(a) Consultants. The officiant has final authority regarding procedures of a religious nature in the facility before, during and after the ceremony.

(b) Decorations shall not be used which require the use of nails, staples, or tacks to affix them to any part of the chapel. Decorations must be removed promptly after the services.



(c) Fees and Arrangements. Reference (c), enclosure (2), states no fees shall be charged for the use of the facility. Fees will not be accepted by military chaplains or Religious Program Specialist staff members for services provided. A custodial fee will be charged to the sponsor in the amount of \$25.00 which will be refunded upon the Religious Program Specialist approval, as long as chapel facility is clean and orderly and returned to original order. Contributions to the ROF are permissible and encouraged. Fees for personal services of civilian clergy, organists, sextons, sacristans, and/or soloist shall be arranged and paid directly to such persons by the sponsor immediately following the ceremony. No member of the Directorate staff has any responsibility in those matters.

### 3. INSTRUCTIONS

- a. Religious activities (e.g. worship services, memorial services, etc.) take precedence over other events.
- b. Profanity or vulgar language is not appropriate anywhere at anytime; especially in any of the RMD facilities.
- c. Weapons are to remain outside of the chapel.
- d. No tobacco of any type may be used in any Religious Ministries Directorate spaces.
- e. Food and beverages may be consumed in the wings of the chapels, in the Charity Room and Peace Room of the Religious Ministries Center (RMC) and in all other non-carpeted areas of the Religious Ministries Center.
- f. The nave of the chapel may only be used for family programs, NCO graduations, and predeployment briefs. Other exceptions may be made.
- g. Under Marine Corps policies, the chapel facilities do not meet standards for daycare. Therefore, chapel facilities may not be used for daycare.
- h. When a chaplain, Religious Program Specialist, or an authorized representative is present, the chapel may be used after working hours.
- i. All personnel who are married at the base chapel will have a MCAGCC/E'MF chaplain as sponsor or officiant. The appropriate chaplain will reserve the chapel.
- j. When using a chapel please make sure all participants in the events you are sponsoring do not park on the Commanding General's Parade Field.
- k. After a service or event, the Religious Ministries Directorate facilities will be cleaned and returned to it original arrangements.
- l. Unless the chapel user obtains permission from the Religious Ministries Directorate, the furniture will not be moved.
- m. Due to fire codes, the wings of each chapel are limited to 70 people.
- n. Decorations will be secured with tape only. No tacks, nails, etc., will be used. Decorations and tape will be removed after the activity is finished.
- o. Coffee, tea, condiments, are not provided unless the activity is part of a chapel program.
- p. Please bring your own supplies and equipment in order to support your event. If the event is sponsored by the Religious Ministries Directorate, the directorate will assist you in supporting the event.

q. Please notify the chapel if you decide to cancel, so another group may utilize the facility.

\*t Replace Ch 1

#### 4. WEDDINGS

a. SCHEDULING. No wedding will be scheduled within two hours of other scheduled events. Rehearsals may be scheduled on an hourly basis.

b. OFFICIANTS. Weddings may be conducted by any authorized officiant. Paragraph 7001 of this Manual applies.

c. GARMENT CHANGING. Garments may be changed only in areas designated by the chapel program supervisor.

6. RECEPTION. Receptions will not be held in the chapel or religious education facility. Arrangements may be made with the Morale, Welfare and Recreation's Food and Hospitality Branch.

#### 7002. MEMORIAL/FUNERAL SERVICE GUIDELINES

		Responsibility of COMMAND / CHAPLAIN	
1.	Notify NOK	X	Unit/Duty chap accom
2.	Ascertain religious pref. of the deceased	X	
3.	Assign Coordinator for memorial service	X	
	a. Arrange for color guard	X	
	b. Arrange for bugler for taps	X	
4.	Arrange for organist		X
5.	Arrange time and place for memorial service	X	
6.	Obtain command decision of a chaplain of deceased's faith	X	
7.	Obtain bulletin information	X	
	a. Assign personnel to give command to post/retire the colors (E-8 or above)	X	
	b. Designated personnel to read scriptures and prayer		X
	c. Designate unit representative to give eulogy, senior personnel recommended	X	
	d. Provide obituary data for bulletin	X	
8.	Prepare bulletin		X
	a. Type bulletin		X
	b. Command approve bulletin content	X	

	COMMAND / CHAPLAIN	
c. Print bulletin	K	
9. Disseminate Frost Call	K	
10. Rehearse color guard/buglar	X	
11. Test PA. system and determine need for external system; set up as necessary	X	
12. Notify maintenance personnel who work on the involved chapel of the service time to preclude water on sidewalks or mowing during services		X
13. Brief family regarding arrival/departure at the chapel	X	
14. Reserve front rows of pews each side of for family and senior personnel	X	
15. Clean chapel	X	
16. Distribute to participants and leave 30 bulletins in chapel office for family and/or senior personnel	X	
17. Rehearse all participants		X
18. Test P.A. system		K
19. Ensure color guard, ushers, bugler arrive at chapel	X	
20. Distribute bulletins at service and provide ushers seating guidance	X	
21. Pick up and accompany family to chapel	K	
22. Program participants arrive at chapel, guests arrive, Color guard/bugler in place at back of chapel	K	
23. Organist begins prelude		X
24. Senior personnel of command arrive; seated	X	
25. Family arrives via side door; seated	X	
26. Senior officer of command is seated	X	
27. Procession of principals		K
28. Color guard in place for posting of colors	X	
29. Service begins		
30. After taps, color guard commander says, "please remain standing for the retiring of colors. The remain in place until dismissed."		

	COMMAND / CHAPLAIN	
31. Sequence:		
Retire the colors	K	
Chaplains leave altar to stand by family		
Family departs followed by senior personnel of command	X	
Chaplains accompany family or go to narthex		K
Senior officer of command accompanies family or follows chaplains to narthex	K	
Color guard commander says "On behalf of _____ thank you for being here today to pay tribute to _____ and his/her _____ service to our Nation, the Marine Corps/Navy and Almighty God." (And other appropriate comments concerning contributions if any.)		

RELIGIOUS PROGRAM SOP

APPENDIX A

LAY READER ASSIGNMENT LETTER SAMPLE

1730  
REL

From: Commanding Officer

To: (Name of Individual)

Subj: APPOINTMENT AS (RELIGION) LAY LEADER FOR (UNIT)

Ref: (a) MCO 1730.6A  
(b) Marine Corps Manual par. 2816.2b

1. Per references (a) and (b), you are hereby appointed as (religion) lay leader for Unit for the period to
2. You will maintain contact with your chaplain and commanding officer, and carry out your duties to the best of your abilities according to the teachings of your religion and in the highest tradition of the Marine Corps.
3. This appointment is in addition to your regular duties.

Signature

Copy to:  
CG, MCAGCC (19)

# RELIGIOUS PROGRAM SOP

## APPENDIK B

### LEAVE AND LIBERTY POLICY

1. General. Leave and liberty is a right and privilege. Exercising that right and utilizing that privilege per MILPERSMAN, paragraphs 3020050-3030150, OPNAVINST 4630.25, CCO 1050.1B, MILPERINST 4650.2, and Joint Federal Travel Regulations. The right to take leave and the privilege of utilizing liberty will be governed by the following criteria:

a. The needs of the Marine Corps, as interpreted by the Director, Religious Ministries, or authorized representative(s).

b. The nature of the leave or liberty (e.g., regular or emergency leave/regular or special liberty)

c. The needs and desires of the individual.

d. Chaplains who may be assigned to Headquarters Battalion or MCCES, will submit leave and/or TAD request via the Director, or in the Director's absence, the Deputy Director, to his/her respective Commanding Officer.

2. Applicability. This applies to all Navy personnel assigned to the Religious Ministries Directorate. Chaplains who may be assigned to Headquarters Battalion or MCCES submit TAD (cost and noncost) and/or leave requests via the Deputy and DRM prior to his or her respective Commanding Officer.

### 3. Policy

a. Emergency Leave. In the absence of the Director, Religious Ministries, the Deputy Director, Religious Ministries is delegated the authority to authorize leave, or, the Duty Chaplains may authorize emergency leave papers for chaplains and Religious Program Specialists, during nonworking hours, per reference (a), and MILPERSMAN, paragraphs 3020050-3030150.

b. Regular Leave. Personnel requesting regular leave will obtain recommendations via the appropriate chain of command. To the Deputy Director, Religious Ministries for his/her action. The Director, Religious Ministries will take action on leave requests submitted by the Deputy Director. The Chief of Staff will take action on leave requests submitted by the Director, Religious Ministries.

RELIGIOUS PROGRAM SOP

APPENDIK C

CHRIST CHAPEL ADVISORY COMMITTEE CONSTITUTION

1. ARTICLE I. Purpose of the Committee is:

- a. To inspire, support, develop, and provide leadership for the spiritual and temporal affairs of the Protestant Chapel program of the Combat Center.
- b. To represent the congregation in communicating their needs, desires, and suggestions to the Chaplains, Christ Chapel.
- c. To communicate to the congregation information as to the mission, implementation of ministry, and to obtain goals of the chapel program.
- d. To advise the Chaplain, Christ Chapel, and make recommendations concerning the expenditure of the Protestant sub-account of the Consolidated Religious Offerings Fund. The ROF Administrator/disapproves recommendations per reference (b).

2. ARTICLE II. The Membership of the Committee is:

- a. A representative cross section of the services. Members will be selected from those who attend one of the worship services at Christ chapel on a regular basis.
- b. Composed of at least 10 members appointed in October for a one year term. A person will be eligible for reappointment one year after expiration of their last full term.
- c. The following individuals will serve as committee members.
  - (1) President, Christian Women Fellowship.
  - (2) Director, Religious Education.
  - (3) Director of Music.
  - (4) Representatives of other chapel related organizations.
- d. The Chaplain (designated by the Director, Religious Ministries Directorate) will serve as President of the committee.
- e. The Director, Religious Ministries Directorate or his/her designate will serve as an exofficio member of the committee.
- f. It is recognized that a dynamic chapel program is particularly dependent upon the quality, Christian commitment, and involvement of members. Committee members who find it difficult to attend meetings or who do not actively support chapel programs may be removed by committee recommendation and approval of the President of the committee.
- g. If a committee member can not complete his/her term of office, a replacement shall be appointed by the President subject to the approval of the Director, Religious Ministries Directorate.

## RELIGIOUS PROGRAM SOP

### APPENDIK C

#### CHRIST CHAPEL ADVISORY COMMITTEE CONSTITUTION

3. ARTICLE III. The Officers of the committee:

a. The officers of the Committee shall consist of a President, Vice President, and a Secretary. The vice president and Secretary shall be elected by members of the committee.

b. President. The president of the Committee will be the Chaplain, Christ Chapel. He/she will be responsible too the Director, Religious Ministries Directorate regarding the conduct and functions of the committee meetings. All Commission leaders will be designated to the president.

c. Vice President. The Vice President shall be vested with the powers and shall perform the duties usually vested in the President when the president is absent.

d. Secretary. The secretary shall record the minutes of the committee meetings and prepare correspondence as required by the Committee.

4. ARTICLE IV. Appointments:

a. The President will appoint, with committee concurrence, a nominating committee to be composed of no less than four members at the July meeting to identify and present names to the Director, Religious Ministries Directorate.

b. New council members shall be announced to the congregation on a Sunday following their appointment, and their term will commence with the October meeting.

5. ARTICLE V. Commissions:

a. There are eight Commissions: Worship, Music, Religious Education, Youth Ministries, Outreach and Hospitality, Social Concerns, Communication, and Plant Facilities.

b. Commissions shall be comprised of a leader appointed by the President of the Committee and a unlimited number of voluntary members who will be organized into commissions as the need arises.

c. Each commission will meet once a month or as the need arises.

d. Commission responsibilities:

(1) Worship

(a) Recruit train, and schedule greeters, ushers, acolytes, and lay readers.

(b) Assist In planning special worship services, e.g. Youth services, Christmas, Easter, Dr. Martin Luther King, Jr., etc., and community wide services.

(c) Encourage chapel members to contribute to the flower fund (maintain flower chart)



# RELIGIOUS PROGRAM SOP

## APPENDIX C

### CHRIST CHAPEL ADVISORY COMMITTEE CONSTITUTION

#### (8) Music

- (s) Assist the Director of Music in recruiting for the Chapel Choir (e.g. Evangelical, Traditional, Gospel, Children's Choir, Handbell Choir, etc.)
- (b) Coordinate the choirs for special musical services (e.g. Lessons and Carols, Hymn Fests, cantatas, or community musical programs)
- (c) Catalogue and maintain music library
- (d) Assist the Director of Music in managing and maintaining instruments and choir robes
- (e) Assist in recommending and planning

#### (3) Religious Education

- (a) Assist the Director of Religious Education in recruiting and training Sunday school teachers
- (b) Assist the Director of Religious Education in planning and coordinating all Sunday School activities for the chapel community (e.g. Rally Day, Sunday School Worship programs, Christmas and Easter programs, etc.)
- (c) Assist the Director of Religious Education in developing and implementing a comprehensive young adult and adult religious education program
- (d) Manage, maintain, and catalogue the religious education curricula

#### (4) Youth Ministries

- (a) Assist the Youth Ministries Chaplain in planning and implementing to attract youth and young adults to participate in chapel programs

- (b) Plan and organize Youth Ministry Sunday Service.

#### (5) Outreach and Hospitality

- (a) Plan and coordinate chapel outings, dinners and other special events (e.g. picnics, trips, dramas, etc.)
- (b) Promote outreach into the wider community
- (c) Identify new people moving into the area and coordinate with the Roman Catholic and other chapel affiliated faith groups (e.g. Jewish, Muslim) as appropriate, calling, visiting and delivery of welcome baskets (flowers, command religious program literature) to new residents and implement the appropriate follow-up calls
- (d) Assist Members of the chapel who become ill or experience a hardship (i.e., death in the family, etc.) with hot meals
- (e) provide and manage members name tag

## RELIGIOUS PROGRAM SOP

### APPENDIK C

#### CHRIST CHAPEL ADVISORY COMMITTEE CONSTITUTION

(f) Assist in maintaining the chapel kitchen and reporting to the chaplain, Christ Chapel concerning maintenance issues, equipment, requirements, etc.

(g) Organize the provision of refreshments for a fellowship time after each service at Christ Chapel.

#### (6) Social Concerns

(a) Make chapel members aware of local area needs and encourage their involvement in the community (e.g. food pantry, Navy Marine Corps Relief Society, American Red Cross and other Volunteer agencies)

(b) Recommend charitable agencies to support through the Religious Offering Fund.

#### (7) Communication

(a) Assist in promoting all the Protestant Chapel functions.

(b) Coordinate with Chaplain, Christ Chapel the advertisement of programs and events through the Public Affairs Office.

(c) Recommend copy and design for advertisements.

(d) Assist in the publication of chapel newsletters.

(e) Maintain bulletin boards (e.g. displays, current news)

(f) Proof read all chapel bulletins.

#### (8) Plant and Facilities

(a) Assist in identifying and reporting problems with the facilities to the chaplain, Christ Chapel.

(b) Identify and recommend self—help work projects to the council via the Chaplain, Christ Chapel.

(c) Organize “self—help days.”

#### 6. Meeting of the Committee

a. Regular meeting of the Committee shall be held each month unless other wise determined by the President or the Director, Religious Ministries Directorate. The date and time of these meetings shall be determined by a majority of the members.

b. Special meeting of the Committee shall be scheduled when necessary by the President or Director, Religious Program Directorate.

c. A majority of the committee shall constitute a quorum. The committee shall recommend amendments provided that:

(1) The proposed amendment will be submitted to each member of the Committee at least 14 days prior to the next regular scheduled meeting.

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#### CHRIST CHAPEL ADVISORY COMMITTEE CONSTITUTION

(2) The amendment is recommended by a majority vote of the member present. The recommended amendment shall then be forwarded by the President of the Committee and approved/disapproved by the Director, Religious Ministries Directorate before becoming effective.

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## APPENDIX D

### IMMACULATE HEART OF MARY CHAPEL ADVISORY COMMITTEE CONSTITUTION

1. ARTICLE I. Establishment: The Immaculate Heart of Mary Catholic Chapel Advisory Committee (the Committee), is hereby authorized and established per the references.

2. ARTICLE II. The purpose of the Council shall be:

a. To function in an advisory capacity to the Catholic/Pastor, Immaculate Heart of Mary Catholic Chapel.

b. To represent the congregation of Immaculate Heart of Mary Catholic Chapel in communicating its needs, desires and suggestions to the Catholic Chaplain/Pastor.

c. To assist the Catholic Chaplain/Pastor in the planning and implementation of programs which provide the MCAGCC Catholic Community the opportunity to experience Christian living through the liturgy, sacraments, religious education, and other areas of ministry.

d. To advise the Catholic Chaplain/Pastor concerning the expenditure of funds from the Catholic subaccount of the Consolidated Religious Offering Fund, the Religious Offering Fund Administrator approves/disapproves such recommendations per reference (b)

3. ARTICLE III. Membership:

a. The membership of the Council shall represent all aspects of the MCAGCC Catholic Community. Membership position shall be elective, appointive, contractual, and exofficio member.

b. Officers of the Council shall be elected annually during the month of September by the congregation. A nominating committee shall be appointed by the President of the Council to seek out qualified nominees for these positions. Nominees must be confirmed Catholic in good standing in the community. Members of the Council may serve in office for a maximum of two consecutive terms. If an officer is unable to complete their term of office, a replacement shall be nominated and elected by the council to serve out the remainder of the officer's term this is subject to the approval of the Catholic Chaplain/Pastor.

c. Appointed members of the Council will normally serve as committee chairpersons, except as noted in Article IV of this constitution.

d. The Council shall be comprised of the following members:

(1) Elected members

(a) President. The President, an active duty service person, shall be responsible to the Catholic Chaplain/Pastor regarding the conduct and functions of the Council. The President, on the advice of the Council, shall appoint committees chairpersons, except when those positions are filled by contract employees. The President shall preside at Council meetings.

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(b) Vice President. The Vice President shall be vested with the powers of the President in the President's absence. The Vice President shall perform the duties of the President in the President's absence. The Vice President shall serve as the Chairperson of the annual elective process.

(c) Secretary. The Secretary shall record the minutes of the Council meetings. The Secretary shall prepare correspondence as required by the Council.

(d) Lay Liturgical Representative. The Lay Liturgical Representative shall assist the Pastor, Deacon, and Director of Religious Education in the planning of special liturgies.

(e) Financial Chairman. The Financial Chairman shall prioritize recommendations for expenditures from the Religious Offerings Fund. The Chairman shall propose and monitor the annual budget of the Council.

(2) Appointed Members. Appointed members shall be appointed to the Council by the President and/or the Catholic Chaplain/Pastor.

(a) Committee Chairpersons or their representatives.

(b) Command Representatives as deemed necessary by the Council and/or the Catholic Chaplain/Pastor.

(3) Contractual Members

(a) Deacon

(b) Director of Religious Education

(c) Music Director

(d) Others as employed by the Command Religious Program to serve the MCAGCC Catholic Community.

(4) Exofficio Members. Catholic Chaplains will serve as exofficio members.

e. Voting. All members of the Council shall be voting members with the following exceptions:

Cl) Ex Officio members shall not vote, since this is whom the Council advises.

(2) The President, or Vice President when acting in the President's stead, shall not vote except in the case of ties.

#### 4. ARTICLE IV. Organization:

a. The Council shall be organized to represent all aspects of the MCAGCC Catholic Community. The Council may establish/disestablish such committees as deemed necessary to meet the needs of the parish.

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b. The Chairpersons of each committee established shall be appointed, except in cases of such chairs being filled by contract employees, and serve at the pleasure of the Council and the Catholic Chaplain/Pastor.

#### 5. ARTICLE V. Meeting Of The Council:

a. Regular Meetings. Regular meetings of the Council shall be held monthly. The date, time, and place of the meetings shall be determined by the Council.

b. Special Meetings. Special meetings shall be scheduled when deemed necessary by the President or the Catholic Chaplain/Pastor.

c. Conduct of Meetings. Meetings of the Council shall be conducted in accordance with generally accepted rules of parliamentary procedure.

6. ARTICLE VI. Amendment Of The Constitution: Members of the Council may recommend amendments to this Constitution. The recommended amendment must be submitted in writing at a regular meeting of the Council. Recommendations will be published to the parish for their consideration. Amendments will be recommended for approval/disapproval by simple majority vote at the next scheduled meeting of the Council following the publishing of such amendments. Amendments recommended for approval will be forwarded, via the Catholic Chaplain/Pastor, for review and approval by the Commanding General.

Approved by: \_\_\_\_\_, Commanding General,

Marine Corps Air Ground Combat Center on \_\_\_\_\_ 1994.